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**DATE: June 17, 2013**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: Relaunch of Data Quality Management**

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In July 2000, State Civil Service delegated transaction approval authority to state agency human resources personnel as the result of the Integrated Statewide Information System (ISIS-HR) implementation. Following this, State Civil Service launched a Data Integrity Unit whose responsibility was to ensure that personnel and position data was being entered timely, accurately and in accordance with established requirements and entry guidelines. The Data Integrity Unit fulfilled this responsibility over the last several years by reviewing basic information on selected criteria that would impact the State Employment Report relative to the State's workforce, and if problems or inaccuracies were detected, the Data Integrity staff consulted with agencies to correct the information accordingly.

This is to notify you that State Civil Service has now re-launched the Data Integrity Unit as the **Data Quality Management Unit**. Data Quality Management (DQM) has resumed its activities to provide analysis of data quality, integrity and compliance with State Civil Service Rules and reporting requirements. DQM's purpose and strategy in reviewing data quality, including personnel transactions, is to provide consultation, assistance and guidance to HR professionals ensuring data is accurate and withstands compliance audit standards while adhering to the needs for integrated human resources and payroll processes. Data Quality Management will now be a branch of the Accountability Division. We are pleased to announce that Jason Chapman, HR Consultant Supervisor, will manage DQM and will be the primary agency contact for this initiative. HR Consultant Specialists, Betty Davis and Carisa Perry, will also serve as members of this team providing support to paid and non-paid agencies.

DQM will return to reviewing data through the previous mechanisms established as outlined below.

**1. LAGov HCM Reports Review for paid and non-paid agencies**

- ZP44, Contract Type Audit Report
- ZP28, Detail to Special Duty Report
- ZP52, Basic Pay Audit Report

**2. Agency Payroll Record Comparison for LAGov HCM Non-Paid Agencies -** The purpose for this review is to compare the number of classified and unclassified employees in LAGov HCM against the number of employees in their payroll system. For those employees, it also compares job titles and salary amounts for agreement between the two systems.

**3. Interface Program Error Reports for Non-LAGov Agencies –** This method of review has continued without interruption and will continue until further notice.

DQM has begun this review process and all initiatives noted above will be conducted consistently according to established timelines to assess the quality and integrity of the data that currently exists. *Agencies are still encouraged to take a proactive role in identifying and correcting missing and inconsistent data.*

DQM is currently revising the State Civil Service Entry Guidelines and will resume training in the future. LAGov HCM Quick Tips also remain available on our website at [www.civilservice.la.gov](http://www.civilservice.la.gov) for easy and quick reference for seasoned staff or for new staff who are now tasked with data entry.

If you have any questions regarding Data Quality Management, please contact Jason Chapman at 225-342-8294.

Sincerely,

s/Shannon S. Templet  
Director